



Job Title: Volunteer Coordinator (Part-Time)

Pay Rate: \$7.71/hr

Department: Library

11/26/2014

JOB SUMMARY:

The employee plans, develops, and implements volunteers, fund raisers, and/or community service programs, recruits volunteers, promotes gift giving, and formulates public relations and informational programs in support of the Library. Work is performed under the general supervision of the Library Director.

QUALIFICATIONS:

- Knowledge of principles and practices of volunteer management;
- Ability to speak informatively, persuasively, and concisely to groups and individuals with a wide range of backgrounds.
- Associate's degree or equivalent from a two-year college or technical school, or equivalent combination of education and experience.
- Must be available to work weekends and nights;

PHYSICAL REQUIREMENTS:

The employee is regularly required to sit for extended periods, and use hands and fingers. The employee is occasionally required to lift and/or move up to 20 pounds. Specific vision abilities by this job include close vision and ability to adjust focus.

BENEFITS:

The City covers part-time employees under its Worker's Compensation Program.

HOW TO APPLY: Applications are available at the City of Harlingen, City Hall, 118 E. Tyler, Harlingen, Texas 78550. City website: www.myharlingen.us

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